



City of Milwaukee Employee Transit Benefit (2013)

What is the Commuter Value Pass (CVP)?

The Commuter Value Pass is a credit card sized plastic photo ID bus pass that is good for 90 days and can be renewed every calendar quarter by simply placing a small self-adhesive sticker on the face of the pass. The Commuter Value Pass provides the highest level of service at the lowest possible price. Employees in the program can enjoy **unlimited** use of all MCTS services including Freeway Flyers or Shuttles to Summerfest, Lakefront Festivals, State Fair, and Miller Park.

How do I enroll in the CVP program?

The CVP program is open to all benefit eligible full and part-time City employees and seasonal employees. Sworn Fire and Police personnel are not eligible for this program. This program is not intended for dependents of City employees. To enroll in the CVP program, you must make an appointment with Employee Relations to complete an enrollment form and have your picture taken. Call Employee Relations at 286-2178 to schedule an appointment around the 15th of any month in order to have your pass by the first of the next month.

What is the cost of the CVP pass?

Effective 1/1/2013, the cost will be **\$34.50** per month as a pre-tax deduction. The full cost of the pass is actually \$67 per month, but the City subsidizes \$32.50 of the cost. This is quite a deal. If you ride the bus regularly you know that the monthly pass costs \$64 per month for local service only.

How do I pay for the pass?

The \$34.50 employee cost for this program is payroll deducted as a pre-tax payroll deduction on the first paycheck of each month. This is an additional savings of at least 20% in taxes that you do not have to pay. It doesn't matter when you enroll in the program, at the beginning, middle or end of a quarter. Your deduction is always for the entire month.

What if I only ride the bus one-way or I don't ride the bus while I'm on vacation?

Consider the cost of the CVP program at only \$34.50 per month compared with buying weekly passes or tickets. Typically there are 20 working days each month so if you purchased tickets or weekly passes, you would have to spend \$70 (4 x \$17.50) for four weeks of transportation. If you ride the bus full time and you are away on vacation for two weeks, you would still spend \$35 to purchase two weekly passes or two strips of tickets and this doesn't even include the additional pre-tax benefit savings.

Also, consider the convenience of only having to update the pass once every three months. If you work in the downtown area, consider the cost of having to park your car downtown, not to mention the fuel expense and wear and tear on your car. As long as you remain in the program, you will have a valid unlimited use bus pass.

What if I want to dis-enroll from the CVP program?

You must contact Employee Relations by the **15th** of the month **before** the month you want your **dis-enrollment** to become effective. You are required to return your CVP pass to Employee Relations before your dis-enrollment will be processed. Failure to return your pass will result in you having to pay the full \$67 cost per month for each month remaining on a valid pass.

What if I want to re-enroll in the program at some future date?

If you dis-enroll from the CVP program, you **will not** be able to re-enroll for a period of **60 days**.

What if I lose my CVP pass?

You must **safeguard** your CVP pass **diligently**. A lost pass is a costly inconvenience to you. The first lost pass will be replaced for \$10 and all future replacements would be \$20 with a maximum of two replacements per year. Until a replacement pass can be provided to you, you will have the added expense of finding another means of getting to work. Replacement passes are ordered by contacting Employee Relations.

Also, seasonal employees **must** remember to return their pass to Employee Relations when the seasonal employment ends. This is especially important if your job ends in either the first or second month of each quarter. The City is charged for any un-retained passes at \$65 per month. This cost will be taken out of your last paycheck if the pass is not returned.

Contact Employee Relations at 286-2178 or 286-8111 to enroll. We schedule appointments every month. Your CVP pass will be effective the 1st of the month following your appointment.